

DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION

Dr. Robert L. Yeager Health Center
50 Sanatorium Rd, Building A
Pomona, New York 10970
Phone: (845) 364-3820 Fax: (845) 364-3809
Email: purchasing@co.rockland.ny.us

Paul Brennan, FNIGP, NIGP-CPP, CPPO
Director of Purchasing

ADDENDUM # 2

RFP-RC-2023-036- Comprehensive Plan Update

The information in this addendum supersedes any contradictory information set forth in the contract documents. Acknowledge receipt of this addendum in the space provided on the signature page of the bid proposal. Failure to do so, may subject the bidder to disqualification. This addendum forms a part of the contract documents.

**Please note the Pre-Proposal Meeting has been rescheduled to Tuesday
November 14, 2023, at 2pm EST. See link below for meeting:**

[Click here for Pre-Proposal Meeting](#)

Meeting ID: 263 145 313 209
Passcode: Nr42HJ

SIGNED:

Paul J. Brennan

PAUL J. BRENNAN, FNIGP, NIGP-CPP, CPPO
DIRECTOR OF PURCHASING

ADDENDUM

11/8/23

DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION

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ADDENDUM # 1

RFP-RC-2023-036- Comprehensive Plan Update

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Please note the Pre-Proposal Meeting scheduled for Wednesday November 8, 2023, at 11:00 AM will be rescheduled for a later date. A new date will be provided no later than Friday November 10, 2023.

SIGNED:

Paul J. Brennan

PAUL J. BRENNAN, FNIGP, NIGP-CPP, CPPO
DIRECTOR OF PURCHASING

ADDENDUM

11/7/23



Edwin J. Day, County Executive

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Department of General Services Purchasing Division

Request for Proposal

BID DISTRIBUTION - Important Notice - The County of Rockland officially distributes bidding documents from the Bonfire Portal.

Firms wishing to participate in this solicitation can download all of the RFP documents from the link provided below:

<https://rocklandgov.bonfirehub.com/portal>

Where applicable, see RFP Document for Scheduled Pre-Proposal Meeting and Deadline for Receipt of questions.

Closing date for the Request for Proposal is 3:00 pm, local time, on November 30, 2023.

PRE-PROPOSAL MEETING

A virtual pre-proposal meeting will be held via Microsoft Teams as detailed below. Attendance may or may not be mandatory. A transcript of the questions and answers will be distributed, to all attendees and proposers who have returned the Receipt Confirmation Form. Verbal questions will be allowed at the meeting. However, questions of a complex nature, or questions where the proposer requires anonymity, should be forwarded in writing to the County prior to the meeting.

To attend the virtual pre-proposal meeting please select the link below on the date and time scheduled.

LINK: [Click here for Pre-Proposal Meeting](#) Meeting ID: 283 122 986 643
Passcode: 7o8Lsi

Date: November 8, 2023

Time: 11:00 Am

Location: MS TEAMS

QUESTIONS

All inquiries related to this Request for Proposal are to be in writing to the attention via email to purchasing@co.rockland.ny.us. The Solicitation number and title noted above must appear in the subject line of the email communication.

Paul J. Brennan, FNIGP, NIGP-CPP, CPPO
Director of Purchasing
Department of General Services – Purchasing Division
50 Sanatorium Road, Building A, 6th floor
Pomona, NY 10970
Telephone: 845-364-3820

Deadline for submission of questions is 3:00pm on November 16, 2023. Answers will be given via addenda issued in response to the questions received



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The County encourages submission of Proposals by certified Minority- and/or Women-Owned Business Enterprises (MWBE) and/or Disadvantaged Business Enterprises (DBE).

The County of Rockland is committed to full compliance with the Americans with Disabilities Act. To that end, the County is committed to creating an accessible environment for all. To request accommodations that you may require, please call (845) 364-3820. Please request these accommodations four (4) business days in advance so that we can seek to meet your needs.



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Required forms to be completed and uploaded with the proposal

- **Statement of Required Disclosures, Representations and Certifications (see separate attachment)**
- **Past & Present Performance (see separate attachment)**
- **Federal Contract Clauses (see separate attachment)**



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Receipt Confirmation Form

PLEASE COMPLETE AND RETURN THIS CONFIRMATION FORM WITHIN 5 WORKING DAYS OF RECEIVING SOLICITATION PACKAGE TO:

EMAIL : purchasing@co.rockland.ny.us

Failure to return this form may result in no further communication or addenda regarding this RFP.

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Phone Number: _____ EXT: _____ Fax Number: _____

Email: _____

I have received a copy of the above noted RFP.

_____ We will be submitting a RFP

_____ We will NOT be submitting a RFP – (please indicate reason)

Signature: _____

Title: _____

If a bidders meeting has been arranged for this Bid, please indicate if you plan to attend: Yes / No

rectconf.frm



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PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this request for proposal is to enter into a contract with a qualified firm to provide professional planning services to develop and facilitate a robust stakeholder-driven and collaborative Rockland Tomorrow Comprehensive Plan. It is anticipated that this RFP may result in a contract award to a single consultant.

This RFP is designed to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

BACKGROUND

Rockland County is soliciting a request for proposal for professional planning services to develop and facilitate a robust stakeholder-driven and collaborative planning process to create a data-driven update of the adopted 2011 Rockland Tomorrow Comprehensive Plan. The update should include the standard contents of a Comprehensive Plan such as a county profile, history, vision, goals, recommendations, and implementation with a focus on robust research, technical analysis, and maximizing community engagement.

Rockland County seeks to use both traditional and innovative (technology-based) solutions to guide an inclusive process that will amplify community engagement and participation in the Plan update to ensure community priorities are integral to the Plan's vision, goals, and strategies. This update presents an opportunity to recruit new voices and influencers as well as learn from leaders that share historical and institutional knowledge. This engagement should include a broad range of diverse and inclusive stakeholders from across the County including non-profits, residents and community, municipal and business leaders. Rockland County wants a Plan that is forward-looking, succinct, and useful to land use planners and other decisionmakers in guiding the County's growth, ensuring its prosperity, providing for its residents, welcoming visitors, and protecting its natural resources. The Plan update should strengthen collaboration between the County and local municipalities, organizations, and community groups.

The respondent will work collaboratively with stakeholders to develop a Rockland County Comprehensive Plan Update that will serve as the foundation for future initiatives, policies, and programs. At a minimum, Rockland County's Comprehensive Plan Update should cover the following topics, acknowledging that these subject matter areas are overlapping and reinforcing.

- | | |
|-----------------------------------|---|
| History and Regional Setting | Climate Change and Environmental Sustainability |
| Demographics | Climate Adaptation and Resiliency |
| Population Projections | Public Health |
| Land Use Zoning | Sustainable/Livable Communities |
| Housing and Community Development | Cultural Resources and Historic Preservations |
| Social and Racial Equity | Tourism |
| Water and Wastewater | Economic Development |
| Broadband Access | Brownfield Redevelopment |
| Transportation and Mobility | Education and Workforce Development |
| Parks, Open Space and Recreation | Government Efficiency |



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Farmland Protection
Agriculture and Food Systems

County Facilities and Services

REFERENCES

Unless otherwise stated, proposal must include a minimum of three (3) current projects and two (2) past projects.

ISSUING OFFICE AND RFP REFERENCE NUMBER

The County of Rockland’s Department of General Services – Purchasing Division is the issuing office for this document and all subsequent addenda relating to it, on behalf of the Rockland County Department of Planning. The reference number for the transaction is Solicitation #RFP-RC-2023-036. This number must be referred to on all proposals, correspondence, and documentation relating to the RFP.

LENGTH OF CONTRACT

The Contract resulting from this RFP will be for a period of one (1) year with the option to extend for an additional two (2) one (1) year options. The contract must be closed by September 30, 2026.

The County of Rockland reserves the right to review contract(s) on a regular basis regarding performance and cost analysis and may negotiate price and service elements during the term of the contract.



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STATEMENT OF OBJECTIVES

Rockland County is seeking a consultant to update the 2011 County Comprehensive Plan. The update will set goals and objectives for the next generation of Rockland County residents. The Plan Update should create a vision for the County and guide future development and investments. Respondents shall reply to this RFP by identifying their qualifications and expertise in managing and directing such projects and outlining their strategies and approach to each task identified in Section IV Scope of Work Tasks.

This Plan update will be guided by the Rockland County Department of Planning and a Technical Advisory Committee (TAC) which will be comprised of members of several County Departments and include representatives from the Rockland County Legislature, the Rockland County Executive's Office, and the Rockland County Planning Board. A Project Manager (PM) will be identified by the County to assist in guiding the Plan update.

Respondents can access all available Rockland County-generated mapping resources, with the ability to download GIS data and/or view it in interactive applications, on the Rockland County GIS Portal at www.rocklandgis.com

The Plan should be presented in an easily read, visually appealing and accessible format.

Resources for Plan Development

Other Plans and Planning Related Studies and Reports

Studies and reports that have been completed, are underway or proposed include but are not limited to:

<u>COUNTY STUDIES /REPORTS</u>	<u>DATE COMPLETE</u>
Housing needs assessment	TBD
Multi-jurisdictional Natural Hazard Mitigataion Plan	TBD
Strategic Ecominc Development Plan	TBD
Route 59 Area Transportation and Land Use Study/Implementation Plan	October 2020
Routes 59 and 45 Pedestrian Safety Study	March 2016
Route 303/304 Corridor Study	Anticipated July 2025
Rockland County Water Conservataion Plan	February 202
Shared Service Annual Report	Annually in December
Sharded Use Path Feasibility Study	Anticipated December 2023
Climate Smart Communities and Clean Energy Communities Action Strategy	Anticipated Fall 2023
<u>OTHER STUDIES/REPORTS</u>	
Mid-Hudson Regional Economic Development Plan Update	TBD
The Fourth Regional Plan-Regional Plan Association	November 2017
Flood Mitigation and Resilience Report: Hackensack River (NYSDEC)	February 2022
Flood Mitigation and Resilience Report: Mahwah River (NYSDEC)	November 2021



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Flood Mitigation and Resilience Report: Minisceongo (NYSDEC)	April 2022
Flood Mitigation and Resilience Report: Ramapo River (NYSDEC)	March 2023 (Revised May 2023)
Flood Mitigation and Resilience Report: Saddle River (NYSDEC)	June 2022
Flood Mitigation and Resilience Report: Sparkill Creek (NYSDEC)	January 2022
Moving Forward: 2050 (NYMTC)	September 2021
MF Appendix B: Pedestrian & Bicycle Element (NYMTC)	September 2021
MF Appendix B: Regional Freight Plan (NYMTC)	September 2021
MF Appendix B: Coordinated Public Transit- Human Services Transportation Plan (NYMTC)	September 2021
USGS Rockland County Water- Resource Assessment	2005-2007

Municipalities in Rockland County that have recently adopted, updated or have draft updates of their Comprehensive Plans

- Town of Clarkstown
- Town of Orangetown¹
- Town of Ramapo²
- Village of New Square
- Village of Haverstraw
- Village of New Hempstead
- Village of Chestnut Ridge
- Village of Hillburn
- Village of Upper Nyack

Local Waterfront Redevelopment Plans

- Village of Haverstraw
- Village of Nyack
- Village of Piermont
- Town of Stony Point

a. GIS resources

Up to date and accurate GIS Resources will help inform and educate the public make informed decisions to ensure environmental resiliency and create a more robust, user friendly, easily accessible resource-based comprehensive plan.

GIS resources available to the County:

- Parcels – 2023(annual updates – most recent)
- Ortho photography– 2023, 2022, 2021, 2016, 2013, 2010, 2007, 2004, 2000

¹ Draft Released in 2022, not yet Final.

² Update in 2021 focused on the Northeast Corridor of the Town



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- Scanned Aerials (not rectified) imagery exists prior to 2000
- Generalized parcel-based land use data – 2021, 2020, 2012, 2008, 2006
- Zoning – 2022 (Not necessarily 100% accurate as dependent on municipalities to provide)
- Major Employers – 2019 -2005 (most recent 2019, may not have every year back to 2005)
- Parks, Open Space, trails – Current
- Transportation – Highways, Bus routes, Park-and-Ride locations, Bus Shelters, Bridges and Crosswalks from the ADA maps
- Planimetrics – buildings, pavement, and other impervious surfaces – 2022, 2007, 2000, 1987
- Topography – 2022 (1' contour interval), 2000 (2' contour interval)

I. Project Goals

Rockland County is taking an important step in guiding its future with the decision to undertake an update to its Comprehensive Plan. The County Comprehensive Plan update should establish a long-term vision, priorities, and goals for Rockland County and be used to set policies and goals for land use and zoning decisions as well as update the three parts of the county official maps (drainage, highways, environmental). Since the previous plan was adopted in 2011, there have been significant changes in development trends, demographics, policies, and procedures. For example, there is increased pressure to redevelop or rezone existing land uses, resulting in changing patterns and demands on resources. In addition, there are on-going County initiatives that focus on economic growth, housing, water resources, climate change, hazard mitigation, social justice, community attractiveness, sustainability, resiliency and more.

The overarching goals of the Plan update are to develop a vision for Rockland County as a whole, guide future sustainable development and investment within the County and protect the County's natural resources. The Comprehensive Plan will provide a framework for decision making at the County level, which in turn will prioritize Countywide capital improvements and provide guidance on resource allocation. The Plan update shall:

- Be a living document that acts as a resource, reference, and guide for future sustainable development within the County.
- Provide a foundation and blueprint for County-level decision making for the next twenty years.
- Capture the values, priorities, immediate needs, and desires of its residents.
- Identify, develop, and advance Countywide economic development efforts.
- Address Countywide housing challenges.
- Identify and address infrastructure limits on development.
- Address the three "E's" of sustainability: environment, economy, and equity.
- Identify, develop, and advance strategies to create resilient communities.
- Place Rockland County and its municipalities in position to leverage federal and state funds for County and community projects.
- Construct a stronger built environment to continuously reduce social determinants of health.
- Identify and develop strategies to eliminate racial and social disparities.
- Enhance and expand the unique recreational opportunities within the County.



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- Identify tools and resources to benefit Rockland County municipalities.
- Improve County government services, increase efficiency, strengthen interdepartmental collaboration, and increase intermunicipal communication and support; and
- Provide a roadmap for future County planning, development, and investment.

DELIVERABLES:

- a. Development of a GANTT chart for key milestones and deliverables for the entire project (CONSULTANT).
This will be updated monthly and tracked in consultation with the PM.

II. Scope of Work Tasks

The tasks provided below are general requirements for the Comprehensive Plan Update. The intent of listing tasks is to establish expectations of the general project scope but is not intended to limit the Respondent to a prescribed approach. If the Respondent sees that the project budget is unable to fully address some of the desired topics, the Respondent should provide the approach on how to continue to address these topics in the future. It is expected that the Respondent will provide the County with more specific recommendations for approaches, tasks, and deliverables based on their experience and expertise. Upon selection of the consultant team, a more formal scope including tasks and deliverables will be developed by the selected consultant(s) and the County. The County reserves the right to negotiate any and all elements of this project.

Task 1. Community Outreach and Engagement

Rockland County seeks to create a broad, stakeholder-driven vision and publicly supported Plan. Comprehensive and robust community outreach and engagement is essential to a successful Plan. The Respondent shall provide multiple public engagement strategies and tools that are responsive and flexible that recognize and emphasize the various histories, cultures, and traditions in the County. The Respondent shall demonstrate their experience in facilitation, capacity building, and public engagement to ensure the Comprehensive Plan is inclusive and representative of community priorities. Community outreach and engagement should include, at a minimum, the participation of residents, landowners, business owners, appointed and elected officials, community leaders, and other pertinent stakeholders, recognizing and addressing potential cultural and language barriers. Community outreach and engagement could include very specific community organizations to help them navigate the English-speaking world, including social service agencies, religious institutions, and schools.

The Plan should include innovative strategies to ensure participation and engagement is equitable and inclusive. Outreach, engagement, and meetings should be designed so input can be received in a variety of ways by providing opportunities to give feedback through technology with kiosks, tablets, paper surveys, or smartphones. Meetings should be organized in a format that allows participants to engage in smaller group settings, such as public availability sessions, that allow anyone to speak and engage with planning professionals. Rockland County is looking for suggestions to engage hard to reach audiences through non-traditional participation practices such as pop-up events in nontraditional spaces, focus groups, and community



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or special events. This may include going to where the people are as opposed to trying to get them to come to us.

The Plan update must describe the public outreach process including information on the variety of communication channels used, the diversity of stakeholders, how stakeholders were meaningfully involved in the plan's development, and how their involvement will be reflected in the implementation of the strategies. The plan should also develop programs for continuous engagement.

The Respondent should describe their overall recommended approach and techniques to community engagement, including but not limited to:

a. Citizen Advisory Committee (CAC)

Establish and convene the CAC, a diverse group of residents, community leaders/stakeholders, business owners, and other individuals as warranted. Provide a general schedule of meetings and purposes for those meetings.

b. Technical Advisory Committee (TAC)

Establish and convene the TAC, composed of County officials and departments.

c. Stakeholder Groups

Define and convene focus and stakeholder groups. Determine the necessity to hold group meetings and individual stakeholder interviews as warranted. (Consideration should be given to at least the following: Town Supervisors, Village Mayors, business groups (i.e., RBA, realtors, etc.), educational organizations (i.e., BOCES, colleges/universities), non-profits, citizen groups, religious entities, etc.),

d. Public meetings

Provide a general plan for public meetings in formats and settings conducive for effective community visioning and public participation, including a focus on ensuring input from communities and groups normally not reached in planning processes. Hold a minimum of ten (10) public meetings. (Two in each of Rockland County's five (5) towns.) One meeting for project introduction and community input and the second for preliminary feedback on draft plan/potential recommendations.

e. County Legislature/County Planning Board project meetings

At certain points in the project, it will be necessary to update these bodies. This includes kick-off, major milestone events, SEQRA steps and adoption. It is advisable to expect a minimum of 3-5 meetings for each of these bodies that have evening meetings.

f. Marketing Plan

Provide a general marketing plan and strategy to ensure communication with the public, stakeholders, and appointed/elected officials to promote engagement in the process through a variety of means including traditional and non-traditional analog and digital formats, including surveys and surveying. This should include the approach and process to respond to public input. A multilingual team will be required to produce marketing materials in multiple languages, including but not limited to English, Spanish, Creole, and Yiddish.



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g. Project website

The Respondent shall develop and maintain a project website as part of their community outreach and engagement plan, which can eventually be transferred to the County.

h. Online Map Application

Provide an approach and strategy for the use of on-line mapping tools such as

<https://gis.ccpa.net/comp-plan-maps/>

i. ESRI Story Map

Provide an approach and strategy to use a Story Map as the gateway to introduce comprehensive plan, list the survey, survey results and the draft and final plan.

<https://storymaps.arcgis.com/stories/3dbbf1c245294231b2eb295045eef089>

DELIVERABLES:

- a) CAC Roster and Roles and Responsibilities (PM)
- b) TAC Roster and Roles and Responsibilities (PM)
- c) Stakeholder Groups Roster and Roles and Responsibilities (PM)
- d) Master Distribution List (PM)
- e) Preliminary and Final Draft Public Meeting Plan (CONSULTANT)
- f) Preliminary and Final Draft Marketing Plan (CONSULTANT)
- g) Attend County Legislature/County Planning Board Meetings (CONSULTANT and PM)
- h) Development of an innovative web-based portal for the entire study process and public participation (CONSULTANT)
- i) Meeting Minutes for all Advisory Committee, stakeholder, and public meetings, or any other information that warrants documentation of tasks, decisions, and responsibilities during plan preparation shall be compiled regularly and submitted to the Rockland County Planning Department. (CONSULTANT)
- j) Create and maintain a project website throughout the entire planning process that can be released to the county at project completion.(CONSULTANT)
- k) Approach to develop a ESRI Story Map for the County to host on Rockland County GIS Portal and/or ArcGIS Online (CONSULTANT)

Task 2. Existing Conditions/County Profile

a. Other Plans and Planning Related Studies and Reports

Inventory and analyze existing and proposed region-wide, Rockland County and municipal plans as warranted. Provide an evidence-based meta-analysis to identify current trends in Rockland County. Such a review shall be conducted at a high level with the goal of understanding existing plans, how they address Countywide concerns, and their capacity to implement the County Comprehensive Plan. This effort is meant to help the County Comprehensive Plan align with and build upon other County and municipal plans and identify planning efforts at the local level that can be shared countywide. Respondent will be required to collect additional data



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however the goal of this effort is not to create an exhaustive plan library for inclusion in an appendix. Staff from the Rockland County Department of Planning will participate in the inventorying of existing plans.

b. County profile

Existing demographic and land use conditions for the County including relevant data and trends. Demographics will include but not be limited to population, population by age, race, education, income, and housing characteristics. The history of land use development in the County should include a discussion of the settlement patterns in Rockland County including the formation and evaluation of its towns and villages.

c. Municipal profiles

Existing demographic and land use conditions for each of the County’s municipalities; five (5) towns and eighteen (18) villages including relevant data and trends. Demographics will include but not be limited to population, population by age, race, education, income, and housing characteristics.

d. School District profiles

Existing demographic data should be prepared primarily from Census related sources for the geography that defines each school district in the County. School district characteristics will include, but not be limited to, educational attainment, enrollment by type of educational institution/level, workforce and employment, age and gender, place of birth, citizenship status, ancestry, foreign born population, language spoken at home, income and poverty, race/ethnicity, household composition and family structure, housing value and rent, mobility, vehicles, commuting, and housing stock and attributes, among others. The population by age group within each school district should be calculated, including a public/ private enrollment breakdown of school-age population as part of the district profile. Review should include but not be limited to the New York State Education Department data, including School Report Cards, to attempt to define public and private school enrollment within each district.

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e. Population projections

Develop a set of County population projections and projection models that will provide information for Rockland County to the year 2055. These projections will provide information on basic demographic and socioeconomic characteristics including population, age, race, households, housing units, the likely location of housing units in several dwelling types, and employment. County and sub-county projections to the year 2055 will be done to census tract block group, including towns, villages, Census Designated Places, and school districts. Development of projections using this methodology will require the establishment of a historical series of population and detailed socioeconomic characteristics data for the County and sub-county areas that study the factors that have produced population trends and whether they will continue in the future. This historical series will be collected and analyzed at several geographic levels, including census block, block group, and tract; the village and town outside village (TOV); Census Designated Places; the Zip code tabulation area (ZCTA); school districts; and the county.

These projections will be conducted using standard methods that rely on both traditional components of demographic change, modeling land-use change in developing and built-up areas, and existing regional economic forecasts prepared by or for public agencies and private vendors. Sub-county projections should be informed by the results of a build-out analysis conducted for this task.

The development of these projections will require extensive data collection for Rockland County and its sub-county areas, which will be conducted by the Consultant, with support from the Rockland County Department of Planning as needed.

The Respondent shall propose a specific time frame for the projection and the methodology and analytics to be used. The specifics of the analysis will be reviewed and further defined by the County and the respondent before final approval by the County.

f. Build-out Analysis

Provide a parcel-based build-out analysis. The build-out analysis should estimate and describe the future development that may occur in the County and the future demands that may be placed on public infrastructure and the environment.

The build-out should focus on both undeveloped (vacant) and underdeveloped parcels to determine the total number of potential new residential units within the project area. The goal of the buildout is to determine how many additional units can be built within Rockland County given the current constraints. The build-out analysis should, in part be based on existing zoning, as well as development and redevelopment trends. The build-out analysis will help ensure environmental resiliency through infrastructure analysis to create a more robust, user friendly, easily accessible resource sustainability plan.

A build-out analysis is based on a series of assumptions that influence each other and equations that ultimately yield projected future development calculations. The methodology for the build-out analysis will be determined by the vendor and approved by the County and may be driven by the assumptions:

- Housing will generally be the highest and best use in residential zones.
- Residential properties will not be redeveloped with fewer units than currently exist.
- Religious facilities (churches, temples, schools) will remain as they currently exist. Assumption is that there will be no potential residential development on these properties.

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- Property that is municipally owned but is not designated as parkland will be included in this analysis.
- Parks, federal and state protected wetlands, waterbodies, cemeteries, public schools and administrative properties, and State and County facilities are assumed to not have limited development potential.

The County will supply or help locate the following GIS layers for the analysis:

- | | |
|--|--|
| • Parcels – Most current available | Waterbodies- streams and lakes |
| • Zoning – As up to date as possible | Topographic Data |
| • Existing Structures – planimetric building footprints. | Agricultural Land and dedicated Open Space |
| • Existing Address Points – with known existing units | Major Religious Facilities |
| • Parks – State, County & Local | Cemeteries |
| • Public Schools | Large utility easement |
| • Colleges/Universities | Historic Resources |
| • State & County Facilities | Generalized Land Use |

The County suggests the following layers be obtained from the authoritative source of information:

- Wetlands – National Fish & Wildlife Service & NYS Department of Environmental Conservation
- Flood Zones – FEMA
- MS4 Inventory/Data -Rockland County Stormwater Consortium

DELIVERABLES:

- a) County Profile (CONSULTANT)
- b) Municipal Profiles (CONSULTANT)
- c) Completion of the development of projections and projection models for all population and socioeconomic characteristics. (CONSULTANT)
- d) Completion of the development of projections and projection models for housing units by type. (CONSULTANT)
- e) Preliminary and Final Draft Report: Rockland County Population Projections (CONSULTANT)
- f) Preliminary and Final Draft Build-out Analysis including the modeling land-use change in developing and built-up areas. (CONSULTANT)Wi
- g) Updated Inventory of Current and Relevant Plans and Planning Related Studies and Reports as identified in Section III (CONSULTANT and PM)
- h) Updated GIS files (as identified in Section III) in the form of ESRI geodatabases or shapefiles of all historical data compiled and/or updated for the project, with metadata for newly formed and/or updated digital data. (CONSULTANT)
- i) Develop a ESRI Story Map for the County to host on our Rockland County GIS Portal and/or ArcGIS Online (CONSULTANT)

Task 3. Economic Analysis, Economic Development Planning

- a) Economic analysis and development should inform policy direction for sustainable economic growth and identify strategies, programs, and projects to improve the local economy. Consequently, the economic development component of the Comprehensive Plan update needs to align economic development



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strategies with land use, public health, transportation, water and wastewater infrastructure, waterfront development, brownfield redevelopment, workforce development, natural and cultural resources protection, climate change and resiliency at regional, county, and local levels. Social equity and environmental sustainability must be incorporated into each economic development strategy, program, and project.

- b) The Respondent will identify their proposed tools and methodologies to complete these desired tasks:
- a. Provide a comprehensive overview of Rockland County's economy by assessing local economic conditions for each demographic sector. Review existing planning documents, reports, and assessments. Discuss economic leakage, the six target industry sectors (biotech and life sciences, financial and professional services, advanced manufacturing, healthcare, construction and hospitality and tourism) for future investment, and economic trends based on both quantitative and qualitative information.
 - b. Collaborate with the Rockland County Department of Economic Development & Tourism, community leaders, residents, and business owners to identify the complex problems that create barriers to local economic growth, business development, income growth, tourism opportunities and workforce development, such as language, education, childcare, housing, population growth, access to broadband and transportation and make recommendations to address existing barriers.
 - c. Apply a sustainable development approach to address current issues to foster equitable economic prosperity and stability.

DELIVERABLES:

- a. Preliminary and Final Draft - Comprehensive Profile of Rockland County's Economy that should inform policy direction for sustainable economic growth and identify strategies, programs, and projects to improve the local economy (CONSULTANT)
- b. Include Economic Analysis in ESRI Story Map (CONSULTANT)

Task 4. Housing Element

Conduct a review and analysis of housing in Rockland County to provide recommendations and best practices on how Rockland County can address housing needs at the County level. The housing analysis should inform policy direction for affordable and sustainable housing opportunities and identify strategies, programs, and projects to improve the accessibility and equity of housing in Rockland County. Consequently, the housing component of the Comprehensive Plan update needs to align housing strategies with land use, economic development, public health, transportation, water and wastewater infrastructure, workforce development, natural and cultural resources protection, climate change and resiliency at regional, county, and local levels. Social equity and environmental sustainability must be incorporated into each housing strategy, program, and project.

The Respondent will identify their proposed tools and methodologies to complete these desired tasks:

- a. Provide a comprehensive overview of Rockland County's housing by assessing local housing conditions for each demographic sector.
- b. Identify housing goals based on population projections.



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- c. Address Countywide housing challenges by:
 - Assessing existed housing stock and identifying gaps
 - Exploring the feasibility of development incentives, particularly in TODs
 - Developing a monitoring policy to monitor housing supply, type and affordability.
 - Developing a detailed strategy or implementation plan to help realize housing goals.
 - Evaluating existing zoning code for barriers to achieving sustainable housing development goals
 - Exploring the feasibility of diverse housing models as strategy for providing affordable housing
 - Identifying municipally owned sites/vacant, surplus land for further evaluation for suitability in the development of affordable housing.
 - Identifying strategies that will promote long-term affordability, particularly for publicly subsidized housing.
- d. Reference and Apply HUD's Office of Community Planning and Development Consolidated Plan Data Quick Guide
- e. Apply a sustainable development approach to address current issues to foster equitable housing opportunities and stability.
- f. Tabular projections data suitable for linking to GIS layers for display and analysis of projected housing.
- g. This review and analysis should include but not be limited to:
 - Existing planning documents, reports, and assessments.
 - Collaborate with the Rockland County Office of Community Development, community leaders, residents, housing organizations, realtors, and other stakeholders to identify the complex problems that create barriers to housing such as education, language, income, and transportation and make recommendations to address existing barriers.
 - An analysis of Population projections (as is being prepared as part of this overall comprehensive planning effort)
 - A review of the Build-out analysis (as is being prepared as part of this overall comprehensive planning effort)
 - Stakeholder interviews
 - Community engagement meetings

DELIVERABLES:

- a. Preliminary and Final Draft - Comprehensive Profile of Rockland County's Housing that should build from the recommendations provided in other assessments and specify next steps that inform policy direction for affordable and sustainable housing opportunities and identify strategies, programs, and projects to improve the accessibility and equity of housing in Rockland County. (CONSULTANT)
- b. Include Housing Element in ESRI Story Map (CONSULTANT)

Task 5. Social and Environmental Justice

Rockland County believes that racial and social justice is foundational to a sustainable community and needs to be woven throughout the County's Comprehensive Plan. The Respondent should propose an approach to incorporate race and social equity goals and policies throughout the Comprehensive Plan and the public engagement process using an "Equity in All" policy approach and shall demonstrate ability to do so in their response to this RFP. Additionally, this Comprehensive Plan will include a strategic plan for equity and social justice addressing the social determinants of health and the need for complementary access to resources, including the following:



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- An analysis of access to opportunity by demographic sector.
- The setting of a pro-equity policy agenda for workforce, housing, healthy living, energy, transportation/mobility, food access, food assistance, broadband, and other topics that arise from the planning process.
- Community and regional partnerships and networks to support and participate in; and
- Goals and strategies to mitigate and close the disparities gap.

DELIVERABLES:

- a. Preliminary and Final Draft - Strategic Approach to Incorporate Race and Social equity goals and policies in the Plan Update (CONSULTANT)
- b. Preliminary and Final Draft - Strategic Plan to Address Social Determinants of Health and Complementary access to resources. (CONSULTANT)
- c. Preliminary and Final Outreach Program to Build Partnerships in the Social and Environmental Justice Community. (CONSULTANT)
- d. Include Social and Environmental Justice Analysis in ESRI Story Map (CONSULTANT)

Task 6. Sustainability and Smart Growth: Environment, Economy, and Equity

The Respondent shall demonstrate their familiarity with New York State Department of Environmental Conservation's requirements for the "Climate Smart Communities Program PE6 Action: Comprehensive Plan with Sustainability Elements" and "PE6 Action: Smart Growth Policies" as well as the New York State Energy Research and Development Authority's (NYSERDA) Clean Energy Communities program, including but not limited to the items listed below. Respondent shall identify an approach to incorporating those elements into the Countywide Comprehensive Plan and ensuring alignment with the County's Climate Action goals (In-process).

- Promote smart growth principles in land-use policies.
- Support alternative modes of transportation (including strategies for bicycles, pedestrians, public transit, and electric vehicles).
- Conserve natural areas (including strategies to designate open space and protect it from development).
- Promote a healthy and safe community.
- Foster equity (including strategies for housing, schools, transportation, recreation, food, and environmental exposures).
- Foster 'green' economic development.
- Decrease dependence on fossil fuels and support energy efficiency and renewable energy production.
- Protect drinking water sources from pollution.
- Minimize solid waste (including strategies to promote recycling and composting or anaerobic digestion of organic materials).
- Promote adaptation to climate change (including strategies related to land use and public education and engagement).
- Increase diversity of land uses to promote economic resiliency.
- Take advantage of compact building design.
- Create a range of housing opportunities and choices.
- Create walkable neighborhoods.
- Foster distinctive, attractive communities with a strong sense of place.
- Repair the built environment and foster civic pride.



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- Preserve open space, farmland, natural beauty and critical environmental areas.
- Strengthen and direct development towards existing communities.
- Make development decisions predictable, fair and cost-effective.
- Encourage community and stakeholder collaboration in development decisions.

DELIVERABLES:

- a. Preliminary and Final Draft - Strategic Approach to Incorporate Sustainability Elements for Climate Smart Communities Program (CONSULTANT)
- b. Include Sustainability and Smart Growth Analysis in ESRI Story Map (CONSULTANT)

Task 7. Vision, Guiding Principles, Goals, and Objectives

The Respondent shall identify as part of the 'Community Outreach and Engagement' the processes, tools, strategies and an approach for visioning and soliciting input to develop guiding principles, goals and objectives.

The selected Respondent shall work closely with the CAC to identify a Countywide vision, guiding principles, goals and objectives, challenges, assets, and needs that inform specific short, medium, and long-term goals for the subject matters listed in the background section of the RFP. *Introduction and Project Background*, including, as warranted, but not limited to:

- Integration of economic, workforce, community development.
- Barriers to critical infrastructure (water and wastewater) development, financing, and delivery.
- Brownfield/gray-field reuse and infill development.
- Self-reliant community through a robust local economy.
- Housing and community development (equity, inclusion).
- Energy (affordability, community choice aggregation, renewable, conservation).
- Environmental stewardship (e.g., streambank erosion control) and sustainability (e.g., building energy efficiency and procurement).
- Public Health (access to healthcare, healthy lifestyles, and healthy food; preparation for and response to emergencies).
- Land Use from a County perspective.
- Agricultural and open space protection.
- Support for and enhancement of the agricultural economy and the local and regional food system.
- Transportation (multimodal, equitable, inclusive, environmentally sustainable).
- Maintenance, promotion, and equitable access to parks and trails.
- Cross sector tourism and recreation development and promotion.
- Government efficiency and shared services.
- Recognition of the County's rich history and the value of historic preservation.
- Climate change mitigation and adaptation.
- Infrastructure in terms of its impact on quality of life, affordability, environmental sustainability (e.g., broadband, transportation, water quantity and quality, solid waste management); and
- Community Livability and Resiliency (environmental, public health, economic).

The Respondent shall propose an approach to identify practices designed to engage the Advisory Committee, the public, and County and municipal officials to establish a set of strategies to achieve the identified goals.



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The Respondent shall identify an approach to synthesize input acquired through the Community Outreach and Engagement process.

DELIVERABLES:

- a. Preliminary and Final Draft - Countywide Vision, Guiding Principles, Goals and Objectives, Challenges, Assets, and Needs (CONSULTANT)
- b. Preliminary and Final Draft - Short, Medium, and Long-term goals (CONSULTANT)
- c. Include Countywide Vision Analysis in ESRI Story Map (CONSULTANT)

Task 8. Implementation Strategies

The Respondent shall propose an approach to implementing the Comprehensive Plan that includes specific steps, roles, responsibilities, costs, and performance measures to accomplish the identified strategies. Where possible identify funding sources and implementation mechanisms that may aid implementation. Such an approach may include, but is not limited to, action plans at a systems level, specific topic area action plans, departmental or community specific action plans.

DELIVERABLES:

- a. Preliminary and Final Draft – Implementation Strategic Plan to achieve identified goals (CONSULTANT)
- b. Preliminary and Final Draft Implementation Plan Guidebook (CONSULTANT)

Task 9. Draft Plan, Final Plan and Executive Summary

The Respondent shall provide a framework or organizational structure describing how to compile the information and analysis from the planning process for a draft plan. The selected Respondent shall work with County staff and the Advisory Committees in developing the draft by analyzing the information developed during the previous tasks.

The Respondent shall propose an engagement plan of presenting the draft to the public to receive adequate feedback from the public, county officials, stakeholders, municipalities, and various board members.

The selected Respondent shall ensure that the final plan synthesizes the various sources of comments and expect several drafts before the final document.

The implementation section of the final plan shall be developed into an Implementation Plan Guidebook.

DELIVERABLES:

- a. Preliminary and Final Draft - Organizational Structure to develop draft (CONSULTANT)
- b. Preliminary and Final Draft – Engagement Plan to Presenting the draft Plan (CONSULTANT)
- c. Preliminary and Final Draft Final Plan (CONSULTANT)
- d. Preliminary and Final Draft Executive Summary
- e. Include Draft and Final Plan in ESRI Story Map (CONSULTANT)

Task 10. Legal and Environmental Requirements

The selected Respondent shall ensure that the final County Comprehensive Plan satisfies the requirements of General Municipal Law Sect. 239-d *County comprehensive plan*, to enable adoption by the County Legislature.



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The selected Respondent, in conjunction with Rockland County Planning and the County Law Department shall ensure that provisions of the *New York State Environmental Quality Review Act* in accordance with Section 239-D (3) *Environmental review* are satisfied before the Rockland County Legislature acts on the County Comprehensive Plan.

DELIVERABLES:

- a. Document County Comprehensive Plan satisfies the requirements of General Municipal Law Section 239-d (CONSULTANT)
- b. Document that provisions of the *New York State Environmental Quality Review Act* in accordance with Section 239-D (3) *Environmental review* have been satisfied (CONSULTANT and PM)

Task 11. Final Deliverables

The final deliverable to be completed by the Consultant will include:

100 Copies of the Comprehensive Plan Executive Summary.
100 Copies of the Final Rockland County Comprehensive Plan, including maps.
100 Copies of the Implementation Plan Guidebook.

- a. A project website released to the county.
- b. A web-based interactive comprehensive plan (In coordination with County Planning Department (GIS Division)).
- c. An ESRI Story Map for the County to host on Rockland County GIS Portal and/or ArcGIS Online
- d. All documents in electronic format, text in MS Word document, and a final print ready PDF that can be printed by the county print shop.
- e. All GIS or other digital data, project files collected for the project via a shared link or USB Drive.
- f. Meeting Minutes for all Advisory Committee, stakeholder, and public meetings, or any other information that warrants documentation of tasks, decisions, and responsibilities during plan preparation shall be compiled regularly and submitted to the Rockland County Planning Department.

PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS

Responses should include a narrative that:

- Identifies the Respondent's understanding of the Scope of the RFP,
- Provides an overall summary of the approach or strategies to accomplish the tasks identified in Section IV Scope of Work Tasks,
- Identifies, by Scope of Work Tasks, actions to be undertaken, and explains how each Task will be completed,
- Identifies any exceptions or omissions to the stated requirements,
- States any assumptions made by the Respondent in order to respond to this RFP,
- Summarizes any resources assumed to be provided by Rockland County,
- Identifies the anticipated time frame, including milestones for each step of the work based on no longer than a 21-month process, including a clear and precise statement as to the date the Respondent will be able to begin to provide these services, and
- Provides a staffing plan that lists all person(s) who will work on the project (including subcontractors), a



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description of their role in the project, and their resumes showing qualifications, educational background, and relevant training and experience.

A summary of experience developing and implementing a comprehensive plan using public participation techniques such as holding public meetings and committee meetings.

Experience setting goals, analyzing complex problems generating alternative solutions and providing recommendations and implementation strategies.

At minimum one member of the consulting team must have prior experience preparing a comprehensive plan for a municipality similar in size and structure to that of Rockland County. This member shall be the project leader and assume overall project coordination between the County and the consulting team.

The consultant must adhere to all Federal Contract Clauses included as a separate attachment. This document must be reviewed, initialed, notarized, and uploaded as a separate attachment with the proposal response.

Contractors must have an active UEI number in <https://sam.gov/content/home> at the time of the proposal submission and must be fully registered in <https://sam.gov/content/home> prior to a contract award.

Local Assistance MWBE Subcontractor/Supplier Utilization Form submitted. Expend 15% of the identified contracted NPS contract amount as identified on the most recent approved MWBE Utilization Form with NYS Certified MBEs, as subcontractors and or suppliers.

The Contractor shall utilize good faith efforts, pursuant to 5 NYCRR §142.8 of the New York State Executive Law Article 15-A, to meet the maximum feasible portion of the organization's established MWBE goals.

The Contractor shall document, retain, and provide upon request, the good faith efforts identified on the utilization plan to meet the established MWBE goals.

Prior to contract execution and solicitation award the contractor shall provide to the County the following documents.

- MWBE Equal Employment Opportunity Staffing Plan
- Workforce Development Utilization Report
- MWBE Utilization Plan



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PROPOSAL EVALUATION CRITERIA

An Evaluation Committee will evaluate proposals against the following weighted criteria. Each area of the evaluation criteria must be addressed in detail in proposal.

<u>WEIGHT</u>	<u>EVALUATION CRITERIA</u>
150 Points	Demonstrated understanding of the need and objectives, ability to meet the RFP requirements, and effectiveness at addressing the proposed Scope of Work. Providing an overall summary of the approach and strategies.
150 Points	Relevant prior experience and education of the consulting team, including project manager and designated staff, as well as any subcontractors, and overall resources of the consultant and subcontractors.
150 Points	The consultant’s experience and demonstrated willingness and success working as a cooperative team with other firms, local units of government, and stakeholder groups
100 Points	Originality and/or innovativeness of the proposal and proposed approach.
100 Points	MWBE/DBE firms included in the project team.
100 Points	Performance references for similar projects.
250 Points	Cost

All proposals in response to this RFP will be evaluated in a manner consistent with the Rockland County Procurement Policy, rules, policies and the evaluation criteria established in the RFP.



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COST PROPOSAL TEMPLATE

Firm Name: _____

Phase/Task	Cost (\$)
1. Outreach and Engagement Program-Committee & Public Meetings	
1a. Outreach and Marketing Plan for Plan Development and Review	
1b. Project website	
1c. Online Map Application/Story Map	
2. Existing Conditions/County Profile	
3a. County and Municipal and School District Profiles	
3b. Population Projections	
3c. Build-out Analysis	
3. Comprehensive Profile of Rockland County’s Economy	
4. Comprehensive Profile of Rockland County’s Housing	
5. Outreach Plan/Program to Build Social and Environmental Justice Partnerships	
6. Incorporating Sustainability and Smart Growth Elements for Climate Smart Communities Program	
7. Countywide Vision, Guiding Principles, Goals and Objectives, Challenges, Assets, and Needs	
7a. Report on Short, Medium, and Long-term goals	
8. Implementation/Strategic Plan/ Implementation Plan Guidebook	
9. Draft Plan and Final Plan	
9a. Preliminary and Final Draft - Organizational Structure to develop draft	
9b. Preliminary and Final Draft – Engagement Plan to Presenting the draft Plan	
9c. Preliminary and Final Draft Final Plan	
9d. Preliminary and Final Draft Executive Summary	
10. Legal and Environmental Requirements	
11. Final Deliverables	
11a. 100 Copies of the Comprehensive Plan Executive Summary	
11b. 100 Copies of the Final Rockland County Comprehensive Plan, incl. maps.	
11c. 100 Copies of the Implementation Plan Guidebook.	
11d. Project website released to the county	
11e. Web-based interactive comprehensive plan	
11f. ESRI Story Map	
11g. Electronic files -All project documents -released to the county	
11h. GIS or other digital data	
TOTAL COST FOR ALL DELIVERABLES	

Total cost written out



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Hourly Rates for additional Out-of-Scope Work and Change orders, if any (must be authorized in writing)

DESCRIPTION – Insert Title Name	HOURLY RATE

FIRM NAME _____

Firm Representative and Title _____

E-Mail Address _____

FEDERAL ID # _____ **PHONE #** _____

Cost Proposals are to be uploaded as a separate attachment to your RFP response. Please refer to the separate attachment titled: Proposal Submittal Procedures for instructions on submitting your proposal electronically. Inclusion of any cost or pricing data within the technical proposal may result in your proposal being judged as non-responsive.



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Proposal Submittal Procedures

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement
Redacted Technical Proposal if Applicable	File Type: PDF (.pdf)	1	Optional
Cost Proposal	File Type: PDF (.pdf)	1	Required
Federal Contract Clauses	File Type: PDF (.pdf)	Multiple	Required
Technical Proposal	File Type: PDF (.pdf)	Multiple	Required
Past and Present Performance	File Type: PDF (.pdf)	Multiple	Required
Statement of Required Disclosures, Representations and Certifications	File Type: PDF (.pdf)	Multiple	Required
Valid NYS Wkm's Compensation and NYS Disability Certificates or Attestation of Exemption	File Type: PDF (.pdf)	1	Optional
Valid Certificate Of Liability (see sample certificate for coverage and limits required as well as sample language to name the County of Rockland as additionally insured)	File Type: PDF (.pdf)	1	Optional

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.



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2. Upload your submission at:

<https://rocklandgov.bonfirehub.com/opportunities/111051>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Nov 30, 2023 3:00 PM EST**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

Rockland County uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://vendorsupport.gobonfire.com/hc/en-us>



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SUBMITTING YOUR PROPOSAL

NOTICE: By submitting a proposal in response to this RFP, offeror is acknowledging that the requirements, scope of work, and the evaluation process, outlined in the RFP are fair, equitable, not unduly restrictive, understood and agreed to. Any exceptions to the content of the RFP must be protested to the Director of Purchasing prior to the closing date and time for submission of the proposal.

Proposals must be received by the posted due date and time. Proposals received after the deadline will be late and ineligible for consideration.

Proposals must be submitted electronically through the County's Bonfire Request for Proposal Portal. Please refer to the instructions titled: Proposal Submittal Procedures for instructions on submitting your proposal electronically.

When submitting (uploading) a proposal electronically through the County's Bonfire Portal, please allow sufficient time to complete the online forms and upload documents. The solicitation will end at the closing time listed in the RFP. If you are in the middle of uploading your proposal at the closing time, the system will stop the process and your proposal will not be received by the system.

PROPOSAL RESPONSE FORMAT

All proposals must include:

- Section I: Executive Summary
- Section II: Detailed Response
- Section III: Value-Added Considerations
- Section IV: Protected Information (if any)
- Section V: Cost Proposal (Upload as separate attachment)
- Section VI: Exceptions to the RFP or Terms and Conditions
 - The County of Rockland Appendix B – Standard Terms and Conditions for Service Contracts must be downloaded and reviewed prior to submitting your proposal
- Section VII: Redacted Proposal if applicable
- Required Forms: Uploaded Separately on BonFire.
-

1. **Executive Summary.** The one or two-page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary.

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2. **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information:
- A. A complete narrative of the offeror's assessment of the work to be performed, the offeror's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations. Clearly indicate any options or alternatives proposed.
 - B. A specific point-by-point response, in the order listed, to each requirement in the RFP.
 - C. –A Statement of Objectives (SOO) is provided in the RFP. This Statement of Objectives represents the County's minimum objectives for this project. The Offeror shall use the Statement of Objectives to propose a Statement of Work, which expands upon these minimum objectives to the extent necessary to conduct this acquisition. The proposed Statement of Work shall define the tasks required for the successful completion of the County's goals and objectives ensuring all minimum requirements are met as detailed in the County's SOO.

The proposed SOW shall consist of tasking statements. Each tasking statement shall reference the deliverables, which will be provided by that task. The proposed SOW shall not contain informational notes, as the Technical Response subsection provides ample opportunity for discussion and description of the offeror's approach. The tasking statements in the SOW shall use a common numbering system. The proposed SOW, when accepted by the County, will be included in the final contract.

- D. **Work Breakdown Structure (WBS)** – The Offeror shall develop a Work Breakdown Structure, which reflects their view of the proposed contract effort. The WBS shall serve as a framework for organizing the proposed effort to include in-house, inter-divisional, subcontractor, and associate contractor activities. The WBS shall be developed to a depth (level) and breadth sufficient to accurately describe each participant's role and responsibilities in the project. The Offeror's proposed WBS shall be included with their Statement of Work and will be incorporated as part of the final contract.
- E. **Master Schedule (MS)** – The intent of this section is to obtain a functionally integrated understanding of the proposal in a way that provides the County confidence that the proposal is structured to be executable for the resources indicated. The Master Schedule is a detailed task and timing of the work effort in the SOW and is used as the primary tracking tool for technical and schedule status. The MS identifies all SOW events, accomplishments, criteria and the expected dates of each. These dates are based on a calendar date of **January 1, 2024** as the starting point and the logical flow of dates provided by calculating the duration of all tasks using typical schedule networking tools. The MS tasks will be directly traceable to the SOW and the WBS.

The Offeror shall provide a top level Master Schedule as part of the proposal submittal. The more detailed levels of the MS, as well as updates, will be submitted after contract award. The MS is intended as a tool for day-to-day tracking of the program/project. All tasks/activities in the MS should be logically linked together showing predecessor/successor relationships. The activities and tasks will be sufficient to account for the total proposed solution.



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3. **Value-Added Considerations.** Offeror may include any relevant services or products that will be provided to the County which are not specifically priced in their proposal; but which enhance the Offeror's proposal.
4. **Protected Information.** All protected information must be included in this section of proposal response. Do not incorporate protected information throughout the proposal. Rather, provide a reference in the proposal response directing reader to the specific area of this Protected Information section. .

If applicable, a redacted version of your proposal eliminating trade secrets/confidential information is to be uploaded with your submission. The redacted response will be the one given for any Freedom of Information requests. If you do not provide a redacted response, the response you provided will be sent for any FOIL requests.

5. **Cost Proposal.** Cost will be evaluated independently from the technical proposal. Please enumerate all costs on the attached Cost Proposal Form. Cost Proposals are to be uploaded as a separate attachment to your RFP response. Please refer to the separate attachment titled: Proposal Submittal Procedures for instructions on submitting your proposal electronically. Inclusion of any cost or pricing data within the technical proposal may result in your proposal being judged as non- responsive.

Payments: Payments will be based on the completion of deliverables required in the County's Scope of Work. Proposers must breakdown their total fee based upon the deliverables as noted in the cost proposal section of the RFP documents.

6. **Exceptions to Terms and Conditions.** Exceptions to the RFP Terms and Conditions, and/or the Standard Terms and Conditions for Professional Service Contracts (Appendix B) must be submitted with the proposal response. Exceptions, additions, service level agreements, etc. submitted after the date and time for receipt of proposals will not be considered.
7. **Required Forms.** The Statement of Required Disclosures, Representations and Certifications shall be completed and uploaded as separate pdf. file on the Bonfire Portal and includes:
 - a. Affidavit of Non Collusion
 - b. Affidavit of Disclosure of Political Contributions
 - c. Certification Regarding Affirmative Action Plan
 - d. Business Dealings in Northern Ireland
 - e. Past and Present Performance Information Form for a minimum of three references
 - f. Disclosure of Supplier Responsibility Statement
 - g. Supplier Information Page
 - h. Certification Regarding Boycott, Divest and Sanctions (BDS) activities

Responsible Offeror: Award will be made only to "responsible" offerors possessing the ability, experience, willingness, and integrity to perform successfully under the terms and conditions of the contract. Responsibility is a procurement issue that is determined by the recipient after receiving bids or proposals and before making contract award in ascertaining whether or not a bidder is responsible, information may be requested from bidder to discuss and assist in determining responsibility.



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AWARD OF CONTRACT

Award shall be made to the offeror whose proposal is the most advantageous to the County taking into consideration price and the other evaluation factors set forth in this request for proposals.

The County reserves the right to award the contract(s) to a higher technically qualified offeror(s) in the event the total scoring (technical + Cost) offer is determined to not be the best value offered to the County, based on a cost benefit analysis.

The County reserves the right to award a contract in part or in full, or not at all, on the basis of responses received.

If a contract is awarded, it shall be awarded to the responsive and responsible Offeror whose offer conforming to the Request for Proposal will be most advantageous to the County as set forth in the Evaluation Criteria.

When award Occurs: Award of contract occurs when a formal contract has been finalized or other evidence of acceptance by the County is provided to the Offeror. A Recommendation of Award does not constitute award of contract.

CONTRACT TERM – RENEWAL

In addition to any stated renewal periods in the Contract, any contract or unit portion thereof let by the Director of Purchasing may be extended by the Director of Purchasing for an additional period(s) of up to one year (cumulatively) with the written concurrence of the Contractor.

PRICE GUARANTEE PERIOD

The proposed price and/or hourly rates must remain firm through the first contract period with no adjustments allowed. If the County exercises any of the option years of the contract, the Offeror may submit a request for adjustment on the yearly anniversary date of the contract. Any request for price adjustment(s) must be submitted thirty (30) days in advance of the anniversary date; in writing to the Director of Purchasing. Any and all price adjustments will be limited to the percentage increase in applicable CPI Index for the preceding 12 months. The County reserves the right to reject any request for price increase deemed excessive.

STANDARD TERMS AND CONDITIONS OF THIS RFP

Any contract resulting from this RFP will include the County's Standard Terms and Conditions for Professional Service Contracts included in the RFP and Appendix B. Exceptions and or additions to the County's Standard Terms and Conditions are strongly discouraged.

Exceptions to the RFP Standard Terms and Conditions, of this RFP and/or the Standard Terms and Conditions for Professional Service Contracts as provided Appendix B must be submitted with the proposal response. Exceptions, additions, service level agreements, etc. submitted after the date and time for receipt of proposals will not be considered.

The County retains the right to refuse to negotiate on exceptions should the exceptions be excessive and not in the best interest of the County. Offeror must provide all documents in Microsoft WORD format for redline editing. Offeror must provide the name, contact information, and access of the person(s) that will be directly involved in legal negotiations.



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PROTEST PROCEDURES

Protests Prior to RFP Opening: Protests regarding any aspect of the RFP document, attached materials and COUNTY award procedures must be submitted in writing prior to the RFP opening date and time (via e-mail, mail, or FAX) to:

Hon. Edwin J. Day
County Executive
11 New Hempstead Road
New City, NY 10956

The County Executive or his designee will respond to these protests within ten (10) business days.

Protests After Bid Opening/Notice of Intent to Award: Protests regarding the County's proposed selection of a Offeror after RFP opening and notice of intent to award announcement must be submitted in writing (via mail, FAX) to the Hon. Edwin J. Day, County Executive, 11 New Hempstead Road, New City, NY, 10956 (FAX: 845-638-5856). The protest must be submitted within three calendar days after such aggrieved person knows or should have known of the facts giving rise thereto. The County Executive or his designee will respond to these protests within ten (10) business days.

DISCUSSIONS WITH OFFERORS (ORAL PRESENTATION)

An oral presentation by an offeror to clarify a proposal may be required at the sole discretion of the County. However, the County may award a contract based on the initial proposals received without discussion with the Offeror. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the offerors expense. The County is not required to provide the opportunity for oral presentations to all offerors that submitted a proposal.

CONFIDENTIAL / TRADE SECRET INFORMATION

Offerors should be aware that pertinent facts relating to their proposals, excluding trade secrets or proprietary information, could potentially be released as soon as sixty (60) days after the selection of the successful supplier.

The County of Rockland is subject to New York State's Freedom of Information law (FOIL). Should your submission, to this RFP, contain "trade secrets", or other information that the disclosure of which could reasonably be expected to be harmful to business interests, you must insure that such information is clearly identified and marked as such. Identification must be specific by item or paragraph.

Marked information will be treated as Confidential Third Party Information. Should marked information be the subject of a request under FOIL, you may be requested either to consent to the request, or make representation explaining why the information should not be disclosed.

Unpublished information pertaining to the County or its customers obtained by the proposer as a result of participation in this project is confidential and must not be disclosed without written authorization from the County.



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STANDARD TERMS AND CONDITIONS OF THIS RFP

The term “County” shall mean the County of Rockland.

The term “Offeror” shall mean a person or entity who makes a specific proposal to another (the County) to enter into a contract.

ACCEPTANCE OF PROPOSALS

This RFP is not and should not be construed as a contract to purchase goods or services. The County is not bound to accept the lowest price or any proposal of those submitted.

ACCEPTANCE OF TERMS

All the terms and conditions of this RFP are deemed to be accepted by the Offeror and incorporated in its proposal except those conditions and provisions that are expressly excluded by the Offeror’s proposal.

AMENDMENTS TO REQUEST FOR PROPOSAL

Any verbal information obtained from or statements made by the Director of Purchasing or his designee at the time of pre-proposal meetings or site visits shall not be construed as, in any way, amending the RFP documents. Only such corrections or addenda as are issued by the Director of Purchasing in writing shall become a part of the Contract. Any addendum issued during the RFP process shall be included in proposals and become a part of the Contract Agreement.

BUSINESS CORPORATION LAW

The Offeror shall be licensed to do business in the State of New York and is fully qualified under the Business Corporation Law, Article 13 - Section 1304.

CHANGES TO PROPOSAL WORDING

No changes to wording of the proposal will be accepted after submission unless requested by the County.

CONTRACT ADMINISTRATOR

A County contract administrator will be assigned to oversee the contract awarded to the successful Offeror. In addition, the successful Offeror will be expected to name a counterpart contract administrator. The Offeror’s contract administrator will be responsible for providing scheduled status reports to the County’s contract administrator or his designee.



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COMPLIANCE WITH LAWS

The Offeror shall comply with all the provisions of laws in the County of Rockland, the State of New York and of the United States of America which affect municipalities and municipal contracts, and provide at his expense, any and all permits, licenses and registrations required for the fulfillment of this agreement, and more particularly the Labor Law, the Immigration and Naturalization Laws and Regulation, the General Municipal Law, the Workers' Compensation Law, the Lien Law, Personal Property Law, State Unemployment Insurance Law, Federal Social Security Law, State, Local and Municipal Health Laws, Rules and Regulation, and any and all regulations promulgated by the State of New York and of amendments and additions thereto, insofar as the same shall be applicable to any contract awarded hereunder with the same force and effect as if set forth at length herein.

FINANCIAL STABILITY

The successful Offeror shall demonstrate financial stability and the County reserves the right to conduct independent background checks to determine the financial strength of any and all organizations or individuals submitting proposals.

FIRM PRICING

Prices quoted in the proposals shall be firm for a period of at least 120 days after the submission deadline.

HIPAA

Offeror agrees and acknowledges that the nature of the services pursuant to this RFP may require the Offeror comply with the provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as amended, and any regulations adopted there under. A Business Associate Agreement may be made a part the resulting Agreement. Offeror warrants and represents that its practices, policies and procedures for patient/medical record confidentiality are in full compliance with the "Standards for Privacy of Individually Identifiable Health Information" set forth in 45 CFR 160 et seq. as amended, if applicable.

INDEPENDENT CONSULTANT

Offeror, as an independent contractor, covenants and agrees that it, its agents, servants and/or employees will neither hold itself/themselves out as, nor claim to be an agent, servant or employee of County, and that it, its agents, servants and/or employees will not make a claim, demand or application to or for any right or privilege applicable to an officer or employee of County including, but not limited to, Workers' Compensation coverage, unemployment insurance benefits, Social Security coverage or retirement membership or credit.

LABOR DISRUPTIONS

Any contract resulting from this Request for Proposal process is subject to the right of the County to postpone acceptance of delivery and payment by the County in the event of any form of labor disruption.

LIABILITY OF ERRORS

While the County has used considerable efforts to ensure an accurate representation of information in this RFP, all prospective offerors are urged to conduct their own investigations into the material facts and the County shall not be held liable or accountable for any error or omission in any part of this RFP.

LOCAL LAWS AND RESOLUTIONS

Offeror shall comply with all local laws and resolutions of the Legislature of Rockland County, including, but not limited to, the filing of Disclosure Statements and Affirmative Action Plans, if required by law or resolution.



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NEGOTIATION DELAY

If any contract cannot be negotiated within thirty (30) days of notification to the designated offeror, the County may terminate negotiations with that offeror and negotiate a contract agreement with another offeror of its choice.

QUOTES FROM THE MARKETPLACE

The County reserves the right to consider quotes from the marketplace from suppliers other than those invited to respond to this solicitation.

REQUEST FOR PROPOSAL DATES

All dates referenced in the specifications relative to the solicitation timeline are tentative and can be changed in the best interest of the County. The County reserves the right to modify the timeline of the RFP at any time in its sole discretion.

SHORTLIST

Unless there is a successful offeror based on the responses, the evaluation procedure will be to develop a shortlist based on the stated criteria. The shortlist of offerors may be asked to prepare a presentation and/or provide additional information prior to the final selection.

SOCIAL SECURITY TAXES

The Offeror for the agreed consideration promises and agrees to pay the taxes measured by the wages of their employees required by the Federal Social Security Act and all amendments thereto, and to accept the exclusive liability for said taxes. The Offeror further promises and agrees to indemnify and hold the owner harmless on account of any tax measured by the wages aforesaid of employees of the contractor assessed against the owner under authority of said law.



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INSURANCE REQUIREMENTS: THE RFP NUMBER IS TO APPEAR ON ALL INSURANCE CERTIFICATES

COUNTY INSURANCE REQUIREMENTS:

GENERAL LIABILITY: Prior to commencing work, the CONTRACTOR or CONSULTANT must, at its/his/her own cost and expense, procure and maintain insurance to cover his/her/its work, services, employees, agents and servants under the terms of the contract or purchase order which must include, but not be limited to the coverage that is selected on the attached matrix. Insurance must be obtained from insurance companies licensed in the State of New York, carrying a Best's financial rating of A or better. Upon failure to furnish, deliver and maintain such insurance, the agreement, contract award or purchase order may be declared suspended, discontinued or terminated or canceled. If at any time any of the policies required herein must be or become unsatisfactory to the County, as to form or substance, or if a company issuing any such policy must be or become unsatisfactory to the County, the CONTRACTOR OR CONSULTANT must upon notice to that effect from the County, promptly obtain a new policy and submit same with a certificate for approval by the County.

Forced Placed Insurance. If CONTRACTOR OR CONSULTANT does NOT provide the County of Rockland with evidence of the insurance coverage required by this Agreement, the County may purchase insurance (at Contractor's or Consultant's sole expense) to protect the County's interests. This insurance may, but need not, protect Contractor's or Consultant's interest. If the County purchases insurance under this Section, Contractor or Consultant will be responsible for the cost of that insurance, including interest and any other charges the County may impose in connection with the placement of the insurance, until the effective date of the cancellation or expiration of the insurance. The cost of insurance under this Section may be more than the cost of insurance that Contractor or Consultant may be able to obtain on its own.

In relation to purchases that are not a result of a County Bid, RFP or Contract; Vendors who cannot provide the coverage limits on the attached matrix may provide the County with an ACORD Certificate detailing the coverage limits they currently have in place and the County will review such certificates on a case-by-case basis to determine if sufficient coverage is in place in relation to the perceived risks associated with the proposed purchase.

COVERAGES – (SEE ATTACHED MATRIX)

An ACORD Certificate of Insurance will confirm that the required policies have been issued to the named insured; for the policy period indicated. The ACORD Certificate is to be provided to the County of Rockland within five (5) business days of notice of contract award or of notice of intent to issue a Purchase Order. Please NOTE: the Certificate of Insurance must be updated to give the County of Rockland immediate notice of the following:

1. Dilution of the limits of insurance shown on the Certificate of Insurance by more than 20% as a result of the payment of claims or expenses;
2. The downgrading of any insurer listed on the Certificate of Insurance by AM Best to less than an "A" rating;
3. The receipt, from any listed insurer, of a notice of cancellation before the expiration date thereof or non-renewal will be delivered in accordance with the policy provisions;
4. The receipt, from any listed insurer, of any failure of the named insured to comply with an insurance policy term or condition.

All Certificates of Insurance must be updated at least annually to remain valid.

The ACORD Certificate of Insurance must contain a Description of Operations and include any exclusions or special provisions added by endorsement that in any way restrict coverage. The Contract Number and/or Purchase Order Number and the name of the department requiring the insurance should be stated under the description. The description must also contain a statement to the effect that "The following are named as Additional Insured's under



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General Liability and (if required) Automobile Liability, Excess Umbrella Liability, and Professional Liability (if applicable) on a primary basis, and on the broadest form available through the listed insurers with respect to this Contract or Purchase Order: ***The County of Rockland, its employees, elected officials and affiliated municipal entities.*** The signing authorized representative warrants that the insurance carrier(s) have been informed of and accepted the County of Rockland as an additional insured.

WORKERS COMPENSATION REQUIREMENTS UNDER WORKERS' COMPENSATION LAW §57: The Vendor must procure, pay for, and maintain during the entire term of the contract such insurance as will protect both the owner and the vendor from claims under worker's compensation acts and amendments thereto and from any other claims for property damage and for personal injury including death, which may arise from operations under this contract, whether such operations by the Vendor or by any other party directly or indirectly employed by the Vendor. Vendors must provide copies of the required certificate to the County of Rockland within five (5) business days of notice of contract award or of notice of intent to issue a Purchase Order.

To comply with coverage provisions of the Workers' Compensation Law ("WCL"), businesses must:

- A. Be legally exempt from obtaining workers' compensation insurance coverage; or
- B. Obtain such coverage from insurance carriers; or
- C. Be a Board-approved self-insured employer or participate in an authorized group self-insurance plan.

The Contractor must prove that they are in compliance with §57 of the Workers Compensation Law (WCL) by providing ONE of the following forms indicating that they are:

- **Insured Form C-105.2 or U-26.3** – *(All private insurance carriers and their licensed insurance agents are authorized to use the Form C-105.2 as their Certificate of NYS Worker's Comp Insurance. The State Insurance Fund uses the U-26.3 form as its Certificate of Workers Compensation Insurance).* Upon obtaining a permit, license or contract from a government agency Employers must obtain this form from their private insurance carrier. Carriers and their licensed agents may contact the Board's [Bureau of Compliance](#) to obtain this form.
- **Self-Insured Form SI-12** – Certificate of Worker's Compensation Self-Insurance or Form GSI-105.2 Certificate of Participation in Worker's Compensation Group Self-Insurance). Upon obtaining a permit, license or contract from a government agency. Board-approved self-insurers must obtain this form from Board's Self-Insurance Office.
- **Exempt Form CE-200** – Certificate of Attestation of Exemption From NYS Worker's Compensation Insurance) (Effective 12/1/08) Applicants for permits, licenses or contracts from State, county or municipal agencies in New York State that are not required to carry NYS workers' compensation and/or disability benefits insurance coverage. These exemption forms can ONLY be used to attest to a government entity that an applicant requesting a permit, license or contract from that government entity is not required to carry NYS workers' compensation and/or disability benefits insurance.

The Vendor will send the appropriate forms to the Purchasing Division within five (5) business days of notification of contract award. All correspondence must contain the Solicitation Number and Title.

DISABILITY BENEFITS REQUIREMENTS UNDER WORKERS' COMPENSATION LAW §220(8):

To comply with coverage provisions of the WCL regarding disability benefits, businesses may:

- A. Be legally exempt from obtaining disability benefits insurance coverage; or



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- B. Obtain such coverage from insurance carriers; or
- C. Be a Board-approved self-insured employer.

The Vendor must prove that they are in compliance with Section 220(8) of the Workers Compensation Law (WCL) by providing ONE of the following forms indicating that they are:

- **Insured Form DB-120.1** – Certificate of Disability Benefits Insurance (the businesses insurance carrier will send this form to the County upon request.
- **Self-Insured Form DB-155** – Certificate of Disability Benefits Self-Insurance (the business calls the Board's Self-Insurance Office at 518-402-0247).
- **Exempt Form CE-200** – Certificate of Attestation of Exemption from NYS Worker's Compensation and/or Disability Benefits Coverage.

The Vendor will send the appropriate forms to the Purchasing Division within five (5) business days of notification of contract award. All correspondence must contain the Solicitation Number and Title.

Please note that ACORD forms are NOT acceptable proof of New York State Workers Compensation or Disability benefits insurance coverage.

NY State Department of Labor requirements for Workmen's Compensation and Disability forms. Online address: <http://www.wcb.ny.gov/content/main/forms/AllForms.jsp>

EMPLOYERS LIABILITY with minimum statutory requirements

COMMERCIAL GENERAL LIABILITY INSURANCE with a minimum limit of liability per occurrence of \$1,000,000/\$2,000,000 aggregate for bodily injury and \$100,000 for property damage or a combined single limit of \$1,000,000 (c.s.1), naming the County of Rockland as an additional insured. This insurance must include the following coverages:

- (i) Premises - Operations.
- (ii) Broad Form Contractual.
- (iii) Independent Contractor and Sub-Contractor.
- (iv) Products and Completed Operations.

AUTOMOBILE LIABILITY INSURANCE with a minimum limit of liability per occurrence of \$1,000,000 for bodily injury and a minimum limit of \$100,000 per occurrence for property damage or a combined single limit of \$1,000,000 unless otherwise indicated in the contract specifications. This insurance must include for bodily injury and property damage the following coverages:

- (i) Owned automobiles.
- (ii) Hired automobiles.
- (iii) Non-owned automobiles.

PROFESSIONAL LIABILITY The Consultant must provide proof of such insurance. (Limits of \$1,000,000 per occurrence/\$3,000,000 aggregate).

All policies of the Contractor or Consultant must be endorsed to contain the following clauses:



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(a) Insurers must have no right to recovery or subrogation against the County of Rockland (including its employees and other agents and agencies), it being the intention of the parties that the insurance policies so affected must protect both parties and be primary coverage for any and all losses covered by the above-described insurance.

(b) The clause "other insurance provisions" in a policy in which the County of Rockland is named as an insured, must not apply to the County of Rockland.

All contractual insurance requirements in any contract between the Contractor or Consultant and the County must contain the following clauses:

(a) The insurance companies issuing the policy or policies must have no recourse against the County of Rockland (including its agents and agencies as aforesaid) for payment of any premiums or for assessments under any form of policy.

(b) Any and all deductibles in the above described insurance policies must be assumed by and be for the account of, and at the sole risk of, the Contractor or Consultant.

(1) The per occurrence and Aggregate limits for specified coverage should apply on a per location or per project basis.

(2) Automobile Liability Coverage is required IF an automobile is used in the execution of their contract. A vendor using a third party for shipment or transport does not require Automobile Liability Insurance.

(3) An ACORD form is NOT acceptable proof of NYS Workers Compensation (WC) or Disability Benefits (DBL) Insurance coverage. For WC, secure form C-105.2 or U-26.3. For DBL, secure form DB.120. Workers Compensation/Employers Liability, and NYS Disability are not required of: a) a business that is owned by one individual, is not a corporation, and does not have any other employees, b) a self-employed individual, c) an out of state employer with no NYS employees. IN EACH CASE, the employer must file Form CE-200, Certificate of Attestation of Exemption, with the NYS Workers Compensation Board certifying that they are not required to obtain NYS specific Workers Compensation Insurance or NYS statutory Disability Benefits.

(4) A consultant is someone who gives expert or professional advice. Consultants are ordinarily hired on an independent contractor basis. Therefore, the County is not liable to others for the acts or omissions of the consultant. A consultant is an individual who possesses special knowledge or skills and provides that expertise the County for a fee. Consultants help find and implement solutions to a wide variety of problems, including those related to business, marketing, manufacturing, strategy, organization structure, environmental compliance, health and safety, technology, and communications. Some consultants are self-employed, independent contractors who offer specialized skills in a certain field; other consultants work for large consulting firms, that offer expertise in a wide range of business areas; and still other consultants hail from academia. Specialists in various professional fields that work with the general public and have greater than average expertise in particular areas, for example lawyers, doctors, pharmacists and insurance agents, require additional coverage for someone who is injured as a result of their negligent acts or omissions. Therefore, Professional Liability Insurance is required if commercially available for your profession.

SAMPLE ACORD CERTIFICATES: Sample ACORD Certificates detailing the required insurance coverage are included in each Invitation to Bid or Request for Proposal. These are provided as for informational purposes only to County Vendors and their Insurance Brokers to assist you in obtaining the correct insurance required for County contracts. Please note that the attached certificates reflect the standard types and limits of insurance the County



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requires most often. The requirements of each proposal may differ in which case the proposal's specific requirements must prevail. Please review the insurance requirements of your proposal carefully with your broker. Exceptions: The limits shown in the matrix and samples will generally be required for service providers involved in low-risk activities. Higher limits may be required for service providers performing potentially high-risk activities.



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	VENDOR CLASSIFICATION CHECK APPROPRIATE BOX	Janitorial Services <input type="checkbox"/>	Contracted Services <input type="checkbox"/>	Consultant Services <input checked="" type="checkbox"/>	Licensed Professional Consultant Services - Legal, Accounting, Architect & Engineers, Medical, Forensics, Environmental, Etc. <input type="checkbox"/>	Public and School Transport <input type="checkbox"/>	Capital Construction Projects –Buildings, Roads, Water Treatment <input type="checkbox"/>
	Type of Insurance						
A	Commercial General Liability (CGL) Each Occurrence						
	General Liability	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	Personal & Adv Injury	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	Med. Expense Any One Person	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
	Damage to Rented Premises	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
	General Aggregate	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
	Products-Comp / Op Aggregate	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000
B	Auto Liability – Incl BI and PD (AL)	(2)	(2)	(2)	(2)	(2)	(2)
	Combined Single Limit per accident						
	Any Auto	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	Or						
	All Owned	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	All Hired	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
	All Non-Owned	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
C	Excess / Umbrella Liability						
	Each Occurrence	\$5,000,000	XXXXX	XXXXX	\$1,000,000	\$10,000,000	\$10,000,000
	Aggregate	\$5,000,000	XXXXX	XXXXX	\$1,000,000	\$10,000,000	\$10,000,000
D	Workers Compensation and Employers Liability	(3)	(3)	(3)	(3)	(3)	(3)
	E.L. Each Accident	Statutory	Statutory	Statutory	Statutory	Statutory	Statutory
	E.L. Each Disease-EA Employee	Statutory	Statutory	Statutory	Statutory	Statutory	Statutory
	E.L. Disease-Policy Limit						
E	Disability Benefits	(3)	(3)	(3)	(3)	(3)	(3)
	Each Employee	Statutory	Statutory	Statutory	Statutory	Statutory	Statutory
F	Other-Professional Liability or errors and Omissions or Malpractice			(4)	(4)	(4)	
	Per Claim			\$1,000,000	\$1,000,000	\$1,000,000 (Sexual Abuse) School Transportation only	
Opt	Owners and Contractors Protection						
	Each Occurrence						\$1,000,000
	Aggregate						\$2,000,000
*	All Other Insurance as Required by Law						
	Rockland County to be named as Additional Insured on these coverage's	GL-AL-EXCESS	GL-AL-EXCESS	GL-AL	GL-AL-PROFESSIONAL	GL-AL-EXCESS-PROFESSIONAL	GL-AL-EXCESS-OPT



The Certificate Date of issuance must be within 6 months of Request

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Ducey Agency, Inc 43 South Liberty Drive Stony Point, NY 10980	CONTACT NAME: Required	
	PHONE (A/C, No, Ext): Required	FAX (A/C, No):
	E-MAIL ADDRESS: Required	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Rating as Required by Contract or Solicitation	NAIC #
INSURED CONSULTANT SERVICES 123 MAIN STREET NEW CITY, NY 10956 Submit a Valid Certificate of Liability Insurance with the coverage and limits provided on this sample Name of Insured must be that of contract Holder	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** Required **REVISION NUMBER:** Required if applicable

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	Required	Required	Required	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	X				COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		NYS Wokrs' Comp. Certificate Provide Form c-105.2 or u-26.3 NYS Disability Certificate - Provide Form DB 120.1 Or Attestation of Exemption			PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
C	Professional Liability	X					Per Claim	\$1,000,000



Description of Operations/Locations/Vehicles (ACORD 101, Additional Remarks Schedule, may be attached if needed)

Language Required naming County of Rockland as additionally insured.

The County of Rockland including its employees, its officials, volunteers and Rockland County Sewer District #1 are named as additionally Insured.

CERTIFICATE HOLDER County of Rockland 50 Sanatorium Road, Bldg. A Pomona, NY 10970	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Signature is Required